

Health and safety (2)

Focus

Risk assessment

Employers carry out formal risk assessments and write down safe working methods or method statements. You should carry out a risk assessment for yourself every time you start a job.

There are three main steps in performing a risk assessment.

Step 1

Look for the **hazards**.

Look for things that can cause harm or areas where accidents are more likely to happen.

Step 2

Think about **who is at risk** from this hazard. Is it everyone or only workers doing one particular job?
Are members of the public at risk?

Step 3

What can be done to reduce the risk? Is there a safe method of working that will help to prevent accidents?

Who is responsible for carrying out these safety precautions?

If you are looking for a particular hazard, scan down the hazard column to find the one you are looking for.

Risk assessment – working near water		
Hazard	At risk	Controls/Safe methods
Drowning	All employees working on or near the water's edge.	Assessment of water and bank conditions before work begins. Lifelines, lifejackets, buoyancy aids, boat cover and emergency procedures must be set up. Work overseen by a Grounds Maintenance Supervisor. Only good swimmers to work on or close to the water's edge.
Hypothermia	All employees working on or near the water's edge. Particularly where they are exposed to cold water.	Waterproof clothing. Additional breaks for hot drinks. Stop if judgement seems affected.
Injury from slips, trips and falls	All employees. Members of the public.	Provide a safe walkway away from the water's edge. Keep walkway clear of obstructions. Put up warning and information signs.

Track across the row from left to right to find the safe methods you need to deal with a hazard.

Read the methods carefully to make sure you cover everything.

Risk assessment is all about questions and answers.

What's the problem?

This is the safe answer.

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Task

There can be dangers wherever you are working and whatever job you are doing. Risk assessment is all about identifying hazards and thinking of safe solutions.

Task 1

Use the risk assessment on the focus page to find answers to the following questions. Follow the rows and columns to track down the information you need.

- 1 Which hazard may put members of the public at risk?
- 2 What has to be assessed before work can start?
- 3 Who is **particularly** at risk from hypothermia?
- 4 What sort of clothing could reduce the risk of hypothermia?

Use clues in words to help you match hazards to safe methods, e.g. 'noise' and 'hearing'.

Task 2

Match the safe methods on the right to the hazards to complete this general risk assessment table.

Risk assessment		
Hazard	At risk	Controls/Safe methods
Manual handling	All operatives	Provide training for safe lifting and handling techniques.
Electricity	All operatives working with machinery	
Noise	All operatives working with machinery	
Slips, trips and falls	All operatives	

Inspect all leads and plugs regularly.

Avoid twisting the body when lifting.

Be aware of protruding items of machinery.

Keep area clear of unnecessary items that might cause trips or slips.

Only trained persons should carry out electrical repairs.

Wear suitable hearing protection when working with machines.

Hearing protection zones should be marked.

Suitable gloves to be worn for handling sharp or abrasive material.

Task 3

Think of another hazard related to your workplace. Complete the risk assessment for this hazard.

You can find more information at this website: www.hse.gov.uk